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FILED:

RECOR

6-1

VITAL MATERIALS REPORT FOR WEEK RECORDS MANAGEMENT DIVISION  
ENDING - 24 DECEMBER 1954

| <u>1. TYPES OF MATERIAL</u>   | <u>DEPOSITS</u> | <u>WITHDRAWALS</u> | <u>BALANCE</u> |
|-------------------------------|-----------------|--------------------|----------------|
| A. (Measured in cubic feet)   |                 |                    |                |
| Documents                     | 2.5             | 3.3                | 202.3          |
| Maps                          | 0               | 0                  | 48.4           |
| Negatives                     | 0               | 0                  | 125.2          |
| Cards (other than IBM)        | 0               | 0                  | 4.2            |
| Total                         | <u>2.5</u>      | <u>3.3</u>         | <u>380.1</u>   |
| B. (Measured by actual count) |                 |                    |                |
| Cards (IBM)                   | 18,968          | 16,869             | 4,080,124      |
| Film Reels 35mm               | 0               | 0                  | 5,729          |
| Film Reels 16mm               | 186             | 0                  | 2,297          |

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

| <u>OFFICE</u> | <u>CABINETS</u> |
|---------------|-----------------|
| Commo         | 1               |
| * OSI         | 1               |
| * DD/P        | <u>31</u>       |
|               | <u>33</u>       |

3. ACTIVITY OF OFFICE PROGRAMS

|   |    |
|---|----|
| A. Total Offices  | 20 |
| 1. Number of Offices Depositing   | 19 |
| 2. Number of Offices Not Depositing   | 1  |
| (Audit Office - Letter of Exception 5 Feb. 1952)  |    |
| B. Number of Offices With Established Schedule  | 11 |
| C. Number of Offices in Which Schedules Are To Be Established                               | 8  |
| D. Offices Depositing This Week   | 8  |
| E. Offices Delinquent in Depositing<br>Director's Office - Date of last deposit 24 Feb. 54. | 1  |

\* Material not accessible to Repository personnel.

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